



St Martin's School

Dismissal procedures



Overview

The safety of our pupils is paramount. These procedures are designed to ensure that pupils are supervised during the dismissal times and adults are aware of their responsibility during dismissal time.

Collection

Children are only to be dismissed to their parent or a responsible person listed in their pupil file. If anyone other than those listed is picking up the child, staff are to confirm that this arrangement has been communicated with Mrs Jacobs via e-mail; i.e. that we have had written permission from their parent. If we do not have written permission, the adult dismissing must request that the person picking up wait while they phone the parent to confirm that they are going home with someone else and remind them that we need to have written permission in the form of an e-mail to confirm these pickups in future.

During the day

Parents collecting children for early dismissal during the day for appointments etc. will also need to liaise with Mrs Jacobs in the office via e-mail, when possible we request that this be in advance of the day.

For illness, the adult making the decision to send the child home will contact parents via telephone to arrange collection and inform Mrs Jacobs of this for absence records. The adult sending the child home is responsible for ensuring that the child's tick on the class fire register is removed immediately.

Dismissal

When dismissing pupils, please have pupils line up in a single file line. Children at the front look to see if someone is there to pick up. Staff must make eye contact with the adult and wave before shaking the child's hand to say good afternoon. Children will not be dismissed to adults on the phone. If no-one is there they need to stand aside while the rest of the class/club is dismissed.

After school

Unless specifically arranged otherwise, the person teaching the class in lesson 5 is responsible for dismissal. This adult prepares all the children for home and clubs.

A staff member will be available at 3.30 to supervise club pupils. Lower School children must be taken by an adult to the playground (or the home corner in EYFS in wet weather) to be collected for their club. Upper school children should be sent to the playground before the teacher leaves the classroom. Children not staying for club then go with their teacher for dismissal. No children should be left unattended in the classroom.

EYFS, Form 3 and 6 dismiss from the front door.
Form 1,2 and 4 dismiss from the gate. Form 5 dismiss from their fire door.

Upper school can begin to collect their bags at 3.35, once the EYFS dismissal has reduced at the door.

Clubs

All adults running clubs must meet their children on the playground (or in the home corner in wet weather) and take the register.

Please report any missing or extra children to the office immediately.

After club, the adult running the club will take all children to the allocated exit for dismissal for the room they are in, as listed in bold above, at 4.40 prompt. At 4.45, all remaining children will be taken to Form 5 for tea time club and be added to the register.

Late Collection

The class teacher must contact the parents of any child not collected by 3.40/3.50 respectively to explain that they will be put into clubs, seek their reason for lateness and estimated time of arrival then write the child's name in the late book so that late collection charges can be added to the invoice. The club adult must phone the parents of any children not listed for tea time club and not collected by 4.45 to explain that they are in tea time club, seek their reason for lateness and estimated time of arrival then write the child's name in the late book so that late collection charges can be added to the invoice. Should any child not be collected at 5.30 from tea time club, parents and all emergency contacts will be phoned at 10 minute intervals until 6.30 at which point we will call MASH and the police to follow their advice.

Mrs Mbah: Sept 2023
To be reviewed: Sept 2024